

Regional Extension Center Workgroup Charter

Workgroup Name:	Regional Extension Center Workgroup	Co-Chairs:	TBD
Meeting Frequency:	Bi-weekly, begin 5/26/2009, 9 AM	Consultants:	Alana Ketchel, alana.ketchel@stanfordalumni.org Lynn Barr, lynnbarr@berkeley.edu

Areas of Responsibility

- Revise and finalize a strategic plan for a California-based REC including a tactical model for REC operations and evaluation and sustainability metrics for the REC
- Incorporate diverse stakeholder views and participation into the plan
- Incorporate the workgroup's strategic plan into the state strategic plan

Decisions Governed:

- REC model, services provided, operational plan, sustainability model, list of REC potential candidates

Decisions Not-Governed:

- Choice of REC

Strategic Plan Straw Model:

Overarching Goals of the REC:

1. Facilitate purchase and meaningful use of electronic health records (EHRs) by 85% of physicians and 55% of hospitals including 45% of critical access hospitals by 2014 to meet Federal goals.
2. Provide services to improve health care quality, safety and efficiency
3. Share and disseminate best practices in health IT adoption and use

Priority Audience(s):

Public hospitals, Critical Access Hospitals, FQHCs, underserved/rural providers, small or solo practice primary care physicians

Objectives to Carry Out Goals:

- Subcommittee 1. Facilitate purchase of and meaningful use of electronic health records (EHRs)
- Determine EHR Requirements
 - Reporting
 - Interoperability
 - Certification
 - Readiness Assessments (Macro and Micro)
 - Determine Preferred Vendor System Selection Process
 - Vendor RFPs
 - Standard contract forms
 - H/W bundling
 - Price
 - Training
 - Support
 - Maintenance
 - Financing options and sustainability
 - Matching funds for REC
 - Financing options for targets
 - Determine sustainability model
- Subcommittee 2. Provide services to improve health care quality, safety and efficiency
- System installation/oversight/project management
 - Workflow redesign – quality/safety, efficiency, claims management
 - Provider education – CME

California Health and Human Services Health Information Technology Workgroups

- Workforce training and internships

Subcommittee 3.

Share and disseminate best practices in health IT adoption and use

- Process for collecting best practices
- Mechanism for sharing best practices
- Develop Quality Improvement Plan to evaluate REC services
 - Reporting plan and evaluation metrics
 - PDSA cycle (Plan, Do, Study, Act)

Tactical Plan Components:

Detailed description of programs listed above, total number of users served, penetration of priority targets, jobs created, budget to include REC and satellite location capital requirements, personnel, facilities, travel and entertainment, supplies, cash flow, stimulus money forecast, matching funds forecast.

Resources/Team Members:

Name	Affiliation	E-mail	Phone #	Role
				Co-Chair
				Co-Chair
				Co-Chair
Subcommittee 1				
Subcommittee 2				
Subcommittee 3				

Linkage to Other Workgroups:

- Must integrate workforce and loan requirements

Proposed Timeline

Weekly Milestones	Tasks and Deliverables (events in bold)
May 22, 2009	Draft charters and straw strategic plans for all workgroups <ul style="list-style-type: none"> • Begin needs assessment, market analyses
May 29, 2009	Workgroup Kick-off <ul style="list-style-type: none"> • Identify co-chairs • Gain consensus on charters and revise as necessary • Split workgroup into subcommittees based on objectives
June 5, 2009	Determine subcommittee decision points and associated information needs <ul style="list-style-type: none"> • Establish subcommittee governance • Develop first meeting date and agenda
June 12, 2009	Hold 1 st subcommittee meetings <ul style="list-style-type: none"> • Submit progress report to workgroup co-chairs
June 19, 2009	Hold 2 nd subcommittee meetings <ul style="list-style-type: none"> • Complete needs assessments, market analyses
June 26, 2009	Hold final subcommittee meetings <ul style="list-style-type: none"> • Gain consensus on draft outline for subcommittee plan • Submit progress report to workgroup co-chairs
July 3, 2009	Finalize detailed outline for subcommittee plan <ul style="list-style-type: none"> • Workgroups Closed to New Members – July 1
July 10, 2009	Hold full workgroup meeting <ul style="list-style-type: none"> • Integrate subcommittee plans into single workgroup plan
July 17, 2009	CHHS HIT Summit – Report on Draft Strategic Plans <ul style="list-style-type: none"> • Individual workgroups report out, gather feedback
July 24, 2009	Workgroups revise and write up plans based on comments
July 31, 2009	Final draft strategic plans submitted to Deputy Secretary
August 7, 2009	CA HIT Advisory Board Meeting <ul style="list-style-type: none"> • Present and gather feedback on workgroup plans
August 14, 2009	Submit final strategic plans
August 28, 2009	First draft of grant due (if applicable)
September 11, 2009	Submit Grant (if applicable)